DPS ACCOUNT SET-UP

MCBH KANEOHE BAY HI

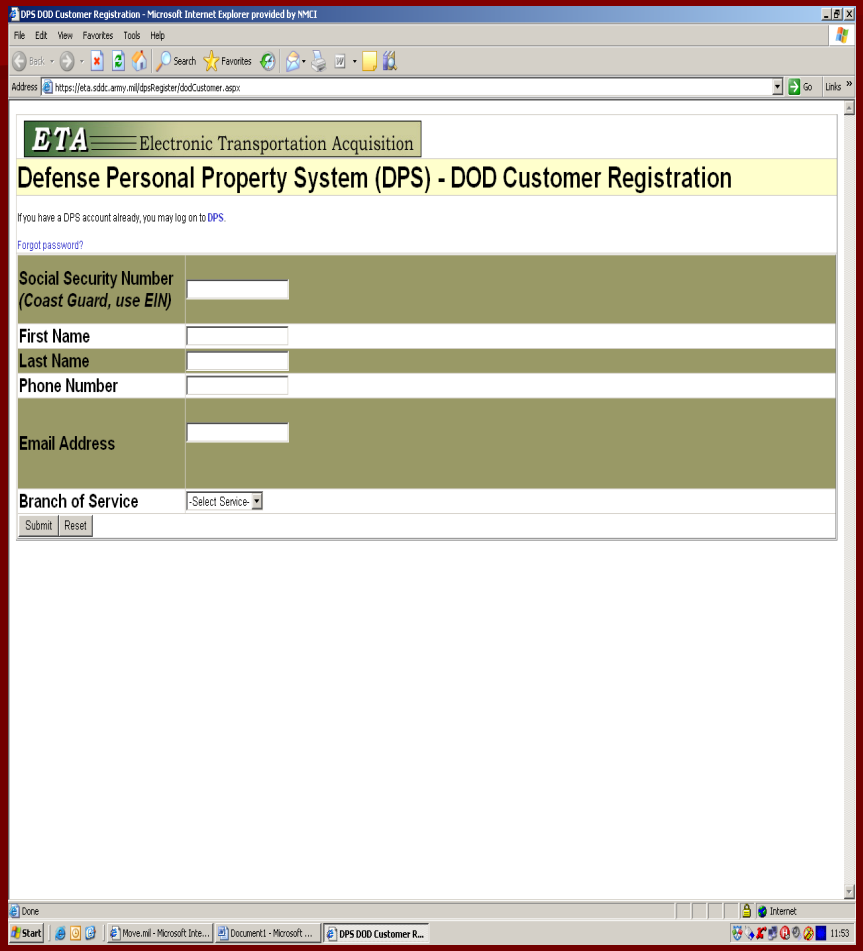
TRAFFIC MANAGEMENT OFFICE

Front Desk Help: (808) 257-3566

Step 1:

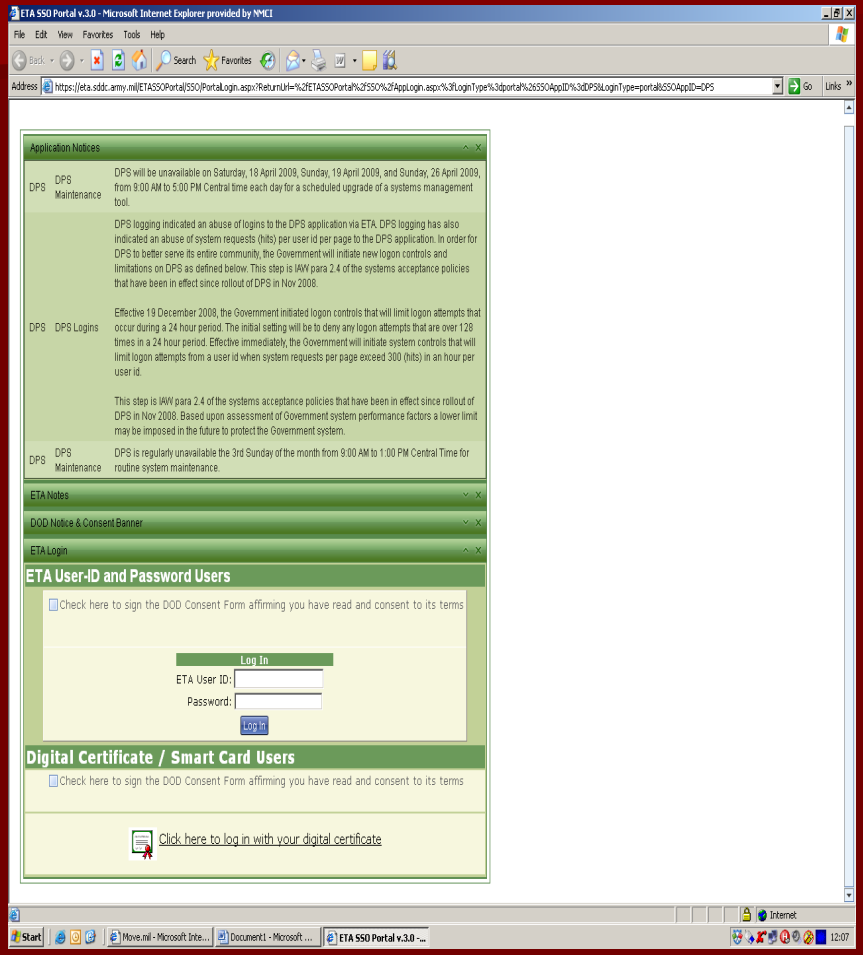
- Log-in on to this Website http://www.move.mil
- Click on the upper tab **“DOD Customer”** to get started.
- On the right side bar, click on **“To Register for a DPS Account”** to create a new account.

Step 2:



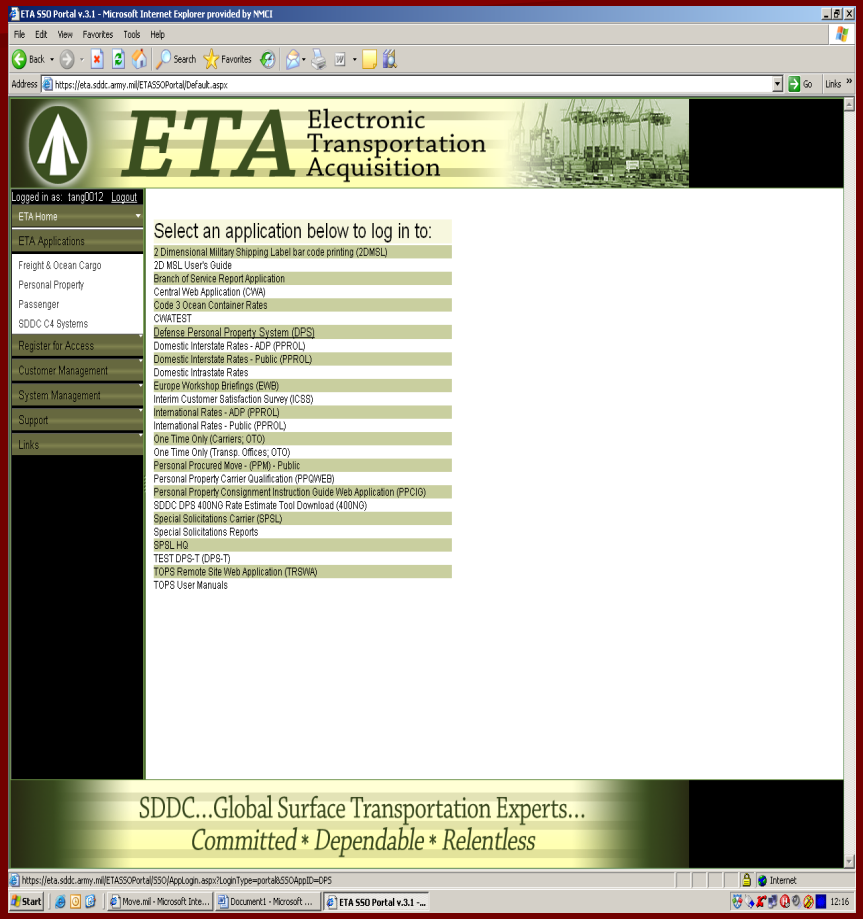
- Enter your Full Social Security Number, First Name, last Name, Phone Number, and your personal e-mail address.
- Return to the Main screen of DPS, click on the upper tab **“Access DPS”** to log-in to the system.
- You should receive the email with your password within the next few hours. **DO NOT ERASE THIS E-MAIL!** You will need to keep that password in order to check on your shipment.

Step 3:


ETA SSO Portal v.3.0 - Microsoft Internet Explorer provided by NMCI
Application Notices
DPS
DPS Maintenance
DPS will be unavailable on Saturday, 18 April 2009, Sunday, 19 April 2009, and Sunday, 26 April 2009, from 9:00 AM to 5:00 PM Central time each day for a scheduled upgrade of a systems management tool.
DPS logging indicated an abuse of logins to the DPS application via ETA. DPS logging has also indicated an abuse of system requests (hits) per user id per page to the DPS application. In order for DPS to better serve its entire community, the Government will initiate new logon controls and limitations on DPS as defined below. This step is IAW para 2.4 of the systems acceptance policies that have been in effect since rollout of DPS in Nov 2008.
DPS
DPS Logins
Effective 19 December 2008, the Government initiated logon controls that will limit logon attempts that occur during a 24 hour period. The initial setting will be to deny any logon attempts that are over 128 times in a 24 hour period. Effective immediately, the Government will initiate system controls that will limit logon attempts from a user id when system requests per page exceed 300 (hits) in an hour per user id.
This step is IAW para 2.4 of the systems acceptance policies that have been in effect since rollout of DPS in Nov 2008. Based upon assessment of Government system performance factors a lower limit may be imposed in the future to protect the Government system.
DPS
DPS Maintenance
DPS is regularly unavailable the 3rd Sunday of the month from 9:00 AM to 1:00 PM Central Time for routine system maintenance.
ETA Notes
DOD Notice & Consent Banner
ETA Login
ETA User-ID and Password Users
Check here to sign the DOD Consent Form affirming you have read and consent to its terms
Log In
ETA User ID:
Password:
Log In
Digital Certificate / Smart Card Users
Check here to sign the DOD Consent Form affirming you have read and consent to its terms
Click here to log in with your digital certificate

- Click on the box, ensuring that you have read the DoD Consent Form.
- Enter your user ID (your SSN) that you entered during ETA registration and the password that was e-mailed to you from ETA.
- Enter the verification code that you see above to access DPS. . (It is not case sensitive).

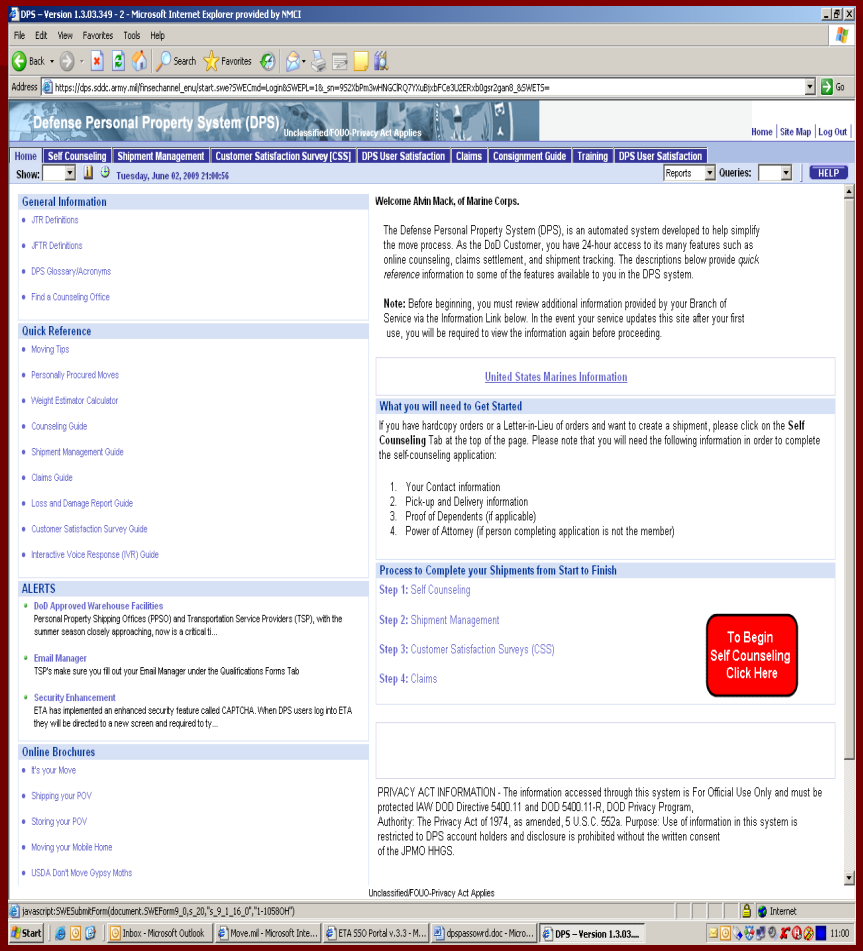
Step 4:


ETA SSO Portal v.3.1 - Microsoft Internet Explorer provided by NMCI
ETA
Electronic
Transportation
Acquisition
Logged in as: tang0012 Logout
ETA Home
ETA Applications
Freight & Ocean Cargo
Personal Property
Passenger
SDDC C4 Systems
Register for Access
Customer Management
System Management
Support
Links
Select an application below to log in to:
2 Dimensional Military Shipping Label bar code printing (2DMSL)
2D MSL User's Guide
Branch of Service Report Application
Central Web Application (CWA)
Code 3 Ocean Container Rates
CWATEST
Defense Personal Property System (DPS)
Domestic Interstate Rates - ADP (PPROL)
Domestic Interstate Rates - Public (PPROL)
Domestic Intrastate Rates
Europe Workshop Briefings (EWB)
Interim Customer Satisfaction Survey (ICSS)
International Rates - ADP (PPROL)
International Rates - Public (PPROL)
One Time Only (Carriers; OTO)
One Time Only (Transp. Offices; OTO)
Personal Procured Move - (PPM) - Public
Personal Property Carrier Qualification (PPQWEB)
Personal Property Consignment Instruction Guide Web Application (PPCIG)
SDDC DPS 400NG Rate Estimate Tool Download (400NG)
Special Solicitations Carrier (SPSL)
Special Solicitations Reports
SPSL HQ
TEST DPS-T (DPS-T)
TOPS Remote Site Web Application (TRSWA)
TOPS User Manuals
SDDC...Global Surface Transportation Experts...
Committed * Dependable * Relentless

- Once you log-in, on the left side bar, click on **“Personal Property”.**
- Another screen will appear, with an option to select an application below to log-in to:
- Click on the application **“Defense Personal Property System (DPS)”.**
- Enter the verification code that you see above to access DPS. (It is not case sensitive).

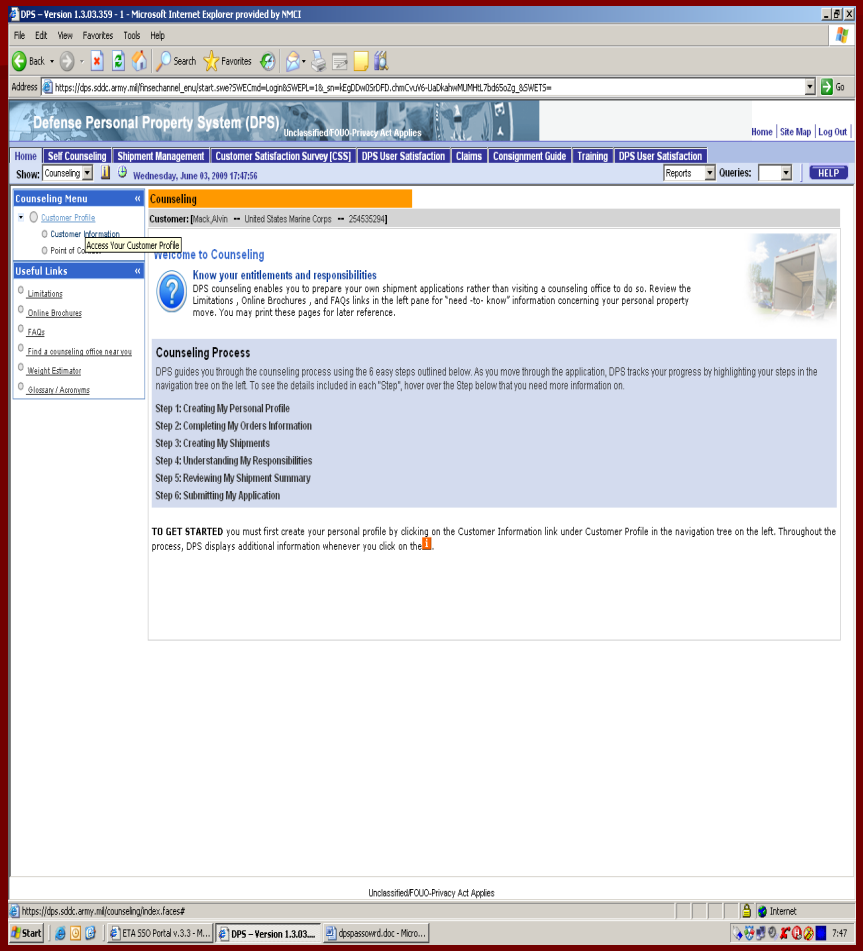
NOTE: This page will Pop-Up. MUST ALLOW POP-UP, so you will need to disable the Pop-up Blocker.

Step 5:


DPS – Version 1.3.03.349 - 2 - Microsoft Internet Explorer provided by NMCI
Defense Personal Property System (DPS)
Unclassified/FOUO-Privacy Act Applies
Home | Site Map | Log Out
Home | Self Counseling | Shipment Management | Customer Satisfaction Survey [CSS] | DPS User Satisfaction | Claims | Consignment Guide | Training | DPS User Satisfaction
Tuesday, June 02, 2009 21:00:56
HELP
General Information
JTR Definitions
JFTR Definitions
DPS Glossary/Acronyms
Find a Counseling Office
Quick Reference
Moving Tips
Personally Procured Moves
Weight Estimator Calculator
Counseling Guide
Shipment Management Guide
Claims Guide
Loss and Damage Report Guide
Customer Satisfaction Survey Guide
Interactive Voice Response (IVR) Guide
ALERTS
DoD Approved Warehouse Facilities
Email Manager
Security Enhancement
Online Brochures
It's your Move
Shipping your POV
Storing your POV
Moving your Mobile Home
USDA Don't Move Gypsy Moths
Welcome Alvin Mack, of Marine Corps.
The Defense Personal Property System (DPS), is an automated system developed to help simplify the move process. As the DoD Customer, you have 24-hour access to its many features such as online counseling, claims settlement, and shipment tracking. The descriptions below provide quick reference information to some of the features available to you in the DPS system.
Note: Before beginning, you must review additional information provided by your Branch of Service via the Information Link below. In the event your service updates this site after your first use, you will be required to view the information again before proceeding.
United States Marines Information
What you will need to Get Started
If you have hardcopy orders or a Letter-in-Lieu of orders and want to create a shipment, please click on the Self Counseling Tab at the top of the page. Please note that you will need the following information in order to complete the self-counseling application:
1. Your Contact information
2. Pick-up and Delivery information
3. Proof of Dependents (if applicable)
4. Power of Attorney (if person completing application is not the member)
Process to Complete your Shipments from Start to Finish
Step 1: Self Counseling
Step 2: Shipment Management
Step 3: Customer Satisfaction Surveys (CSS)
Step 4: Claims
To Begin Self Counseling Click Here
PRIVACY ACT INFORMATION - The information accessed through this system is For Official Use Only and must be protected IAW DOD Directive 5400.11 and DOD 5400.11-R, DOD Privacy Program,
Authority: The Privacy Act of 1974, as amended, 5 U.S.C. 552a. Purpose: Use of information in this system is restricted to DPS account holders and disclosure is prohibited without the written consent of the JPMO HHGS.
Unclassified/FOUO-Privacy Act Applies

- Before beginning, you need to click on the branch of Service as indicated on screen: **United States Marines Information**
- Then you click on the Long red box below that says **"Click here to Acknowledge Service Specific information".**
- After that, to begin click on the Red Square that says **"To begin Self Counseling Click Here".**

Step 6:


DPS – Version 1.3.03.359 - 1 - Microsoft Internet Explorer provided by NMCI
Defense Personal Property System (DPS)
Unclassified/FOUO-Privacy Act Applies
Home | Site Map | Log Out
Home
Self Counseling
Shipment Management
Customer Satisfaction Survey [CSS]
DPS User Satisfaction
Claims
Consignment Guide
Training
DPS User Satisfaction
Counseling Menu
Customer Profile
Customer Information
Point of C
Access Your Customer Profile
Useful Links
Limitations
Online Brochures
FAQs
Find a counseling office near you
Weight Estimator
Glossary / Acronyms
Counseling
Customer: (Mack,Alvin -- United States Marine Corps -- 254535284)
Welcome to Counseling
Know your entitlements and responsibilities
DPS counseling enables you to prepare your own shipment applications rather than visiting a counseling office to do so. Review the Limitations , Online Brochures , and FAQs links in the left pane for "need -to- know" information concerning your personal property move. You may print these pages for later reference.
Counseling Process
DPS guides you through the counseling process using the 6 easy steps outlined below. As you move through the application, DPS tracks your progress by highlighting your steps in the navigation tree on the left. To see the details included in each "Step", hover over the Step below that you need more information on.
Step 1: Creating My Personal Profile
Step 2: Completing My Orders Information
Step 3: Creating My Shipments
Step 4: Understanding My Responsibilities
Step 5: Reviewing My Shipment Summary
Step 6: Submitting My Application
TO GET STARTED you must first create your personal profile by clicking on the Customer Information link under Customer Profile in the navigation tree on the left. Throughout the process, DPS displays additional information whenever you click on the
Unclassified/FOUO-Privacy Act Applies
https://dps.sddc.army.mil/counseling/index.faces#

- On the upper left corner, under counseling menu, click on **“Customer Profile”**.
- To begin, click on **“Your Customer Information”**.
- Fill out your information as best to your knowledge. To continue on, Click on “Next” Tab on the bottom of the screen. After you complete the On-line information. Bring in all proper documents (4-7 sets of your Web Orders, 2 copies of Power of Attorney, 2 motorcycle/firearm registration).

Frequently Asked Questions:

- **If I do not have an address yet at my next PCS?**

  - All you need is the city and state of your next PCS and YOUR phone number. On the address line you can either out your duty stations' name or the command you are going to. Regardless if you do or do not have an address, your shipment will go into Storage in-Transit (SIT). Upon your arrival at your next PCS, JPPSO will contact you to schedule a date for delivery.

- **What is In-transit address?**

  - This is the address of anyone who is not PCSing with you. This contact is for JPPSO in case they cannot get a hold of you. EX: Parents Address.

- Once you reach the Additional Information and you ARE shipping a POV, **you will NOT click add POV**. You will be filling out a separate form for your POV.

FAILURE TO MAKE APPOINTEMENT AND COME INTO THE TMO OFFICE WILL RESULT IN YOUR HOUSEHOLD GOODS NOT BEING PROCESSED!!

Example “WEB ORDERS”

USMC WEB ORDERS

PERSONAL/ORDERS INFORMATION	
NAME:	DOE, JOHN
RANK:	SGT
SSN:	123456789
PMOS:	5711
FUTURE MCC:	1GR
ESTIMATED DATE OF DEPARTURE:	12/10/2009 12:00 00 AM
ESTIMATED DATE OF ARRIVAL:	1/9/2010 12:00 00 AM
ISSUED DATE:	7/24/2009 1:21:00 PM
PRESENT MCC:	1JF
PRESENT MCC DESCRIPTION:	MALS 24/HQ MAG 24 1ST MAW KANEONE BAY, HI

Comment [j1]: MEMBERS' NAME

Comment [j2]: MEMBERS' SSN

Comment [j3]: ORDERS DATE

Comment [j4]: UNIT ISSUING ORDERS

MCTFS TRANSACTION INFORMATION	
TRANSACTION DATE	TRANSACTION TYPE
7/24/2009 1:21:00 PM	010

DATE DESIGNATED DIRECT AND TRANSFER MARINE TO PROCEED AND REPORT TO NEAREST UNITED STATES MARINE CORPS ACTIVITY CONTINENTAL UNITED STATES FOR FURTHER TRANSFER TO 1ST LAR BN 1STMARDIV CAMP PENDLETON CA MONITORED COMMAND CODE 1GR NOT LATER THAN 09 Jan 2010 FOR DUTY. CURRENT EDITIONS OF MARINE ORDERS P1300.8, 4650.30, 5512.4, P1000.6 AND BUREAU OF MEDICINE AND SURGERY INSTRUCTION 6320.1, P11000.22 MAY APPLY. ENSURE SERVICE RECORDS AND HEALTH RECORDS ACCOMPANY MARINE. MEMBER MAY BE AUTHORIZED (GRANTED) 45 DAYS LEAVE BY COMMANDER IN CONJUNCTION WITH PERMANENT CHANGE OF STATION OF STATION ORDERS PROVIDED ELIGIBILITY REQUIREMENTS ARE MET. SUBMIT APPLICATION

Comment [j5]: GAINING COMMAND

Comment [j6]: REPORT-IN DATE